

PRIVACY POLICY

The following information sets forth the Privacy Policy for the Complywise Pty Ltd website: www.complywise.com.au. Complywise Pty Ltd is committed to providing you with the best possible customer service experience and to preserving your right to privacy when you visit our website. Complywise Pty Ltd is bound by the Privacy Act 1988 (Cth), which sets out a number of principles concerning the privacy of individuals.

Collection of Your Personal Information

There are many aspects of the site which can be viewed without providing personal information, however, due to the nature of the services Complywise Pty Ltd provides you may be required to submit personally identifiable information. This may include but is not limited to information such as your name, address (work, home or delivery), title or position, telephone numbers (work, home or mobile), email address, social media addresses, expertise and interests, financial and other commercial details. We may supplement the personal information that you provide with other information that we obtain from our dealings with you or from third parties in providing the services. We may also collect your personal information when you deal with us over the telephone or correspond with us via fax, letter, email or any other mode of communication.

Sharing of Your Personal Information

We may occasionally hire other companies or individuals to provide services on our behalf, including but not limited to assisting with various aspects of the services provided to you. Those companies and individuals will be permitted to obtain only the personal information they need to deliver the service. Complywise Pty Ltd takes reasonable steps to ensure that those organisations and individuals are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

Use of Your Personal Information

The primary purpose for which we collect information from you is to provide you with the products and services that you have requested, and for purposes necessary or incidental to the provision of products and services to you. We may also use your personal information: to provide you with news and information about our products and services;

- to manage and improve our products and services;
- to communicate with you, including by email, mail or telephone;
- to verify your identity;
- to investigate any complaints about or made by you in relation to information on our site, or if we have reason to suspect that you are in breach of any of our terms and conditions; or
- as permitted or required by law, such as to report unlawful activity to a law enforcement body

For each visitor to reach the website, we may also expressly collect the following non-personally identifiable information, including but not limited to browser type, version and language, operating system, pages viewed while browsing the website, page access times and referring website address. This collected information is used solely internally for the purpose of gauging visitor traffic, trends and delivering personalized content to you while you are at this website. From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our privacy notice.

Changes to this Privacy Policy

Complywise Pty Ltd reserves the right to make amendments to this Privacy Policy at any time. If you have objections to the Privacy Policy, you should not access or use the website.

Accessing Your Personal Information

You have a right to access your personal information, subject to exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons. Complywise Pty Ltd reserves the right to charge a fee for searching for, and providing access to, your information on a per request basis.

Contacting Us

Complywise Pty Ltd welcomes your comments regarding this Privacy Policy. If you have any questions about this Privacy Policy and would like further information, please contact us by any of the following means during business hours Monday to Friday.